



RECREATION AIDE-SEASONAL

Announcement # M - 81811

Salary: \$7.25 per hour Series/Grade: NF – 0189-01

Naval District Washington - Fleet and Family Readiness Program

Department of the Navy Non-Appropriated Funds

LOCATION: CEDAR POINT GOLF COURSE - PAX RIVER

OPENED: 2/7/2011

CLOSES: WHEN FILLED

AREA OF CONSIDERATION: ALL SOURCES

FLEX POSITION = 0-40 HOURS PER WEEK – SEASONAL POSITION

TO APPLY: Download forms on <https://www.cnic.navy.mil/NDW/About/Jobs/>

Submit ALL required forms to: Fleet and Family Readiness Program, Attn: HR Office, 47402

Buse Road - Bldg. 467, Patuxent River, MD 20670. *A résumé may be included with the required forms, but NOT in place the OF-612 and OF-306.* Direct inquiries to: 301-995-7523.

DUTIES AND RESPONSIBILITIES:

Cleans and parks golf carts. Operates driving range vehicle to pick up golf balls and baskets. Operates golf ball washing and dispensing machine. Cleans rental golf clubs as needed. Performs maintenance duties to include: empty and clean clubhouse and driving range trash cans, sweep outside areas around clubhouse. Performs other related duties as assigned.

MINIMUM QUALIFICATIONS:

The incumbent must understand and apply golf course procedures and regulations pertaining to the position. The work consists of related steps, processes and methods. Must have a neat, well-groomed appearance at all times. Must possess a valid driver's license. Physical exertion is involved in standing, walking, driving vehicles, bending and carrying objects up to 50 pounds. Must be able to gain access to base computer in applicable.

Visit our web site: <https://www.cnic.navy.mil/NDW/About/Jobs/>

Note: All applicants must address the qualification requirements on your resume/application. If all required qualifications are not cited on your resume/application you will be disqualified

Some positions have special requirements. In these cases selection is tentative pending satisfactory completion of these requirements. Applicants may be required to provide proof of education, etc. All selections are contingent upon the obtaining of satisfactory employment reference checks.

As a condition of employment, the selected individual will be required to participate in the Direct Deposit/Electronic Fund Transfer program.

Spouses of active duty military members of the Armed Forces may receive preference in hiring under this announcement if they are among the best qualified referred and are within reach of selection. Please clearly identify in your application that you are asking for spouse preference and submit a copy of current PCS orders. **Failure to submit current PCS orders with application will prevent spousal preference from being granted.**

The Department of the Navy is an Equal Employment Opportunity Employer. All qualified candidates will receive consideration without regard to race, color, religion, sex, national origin, age, disability, marital status, political affiliation, sexual orientation, or any other non-merit factor.

The Department of the Navy provides reasonable accommodation to applicants with disabilities. Applicants with disabilities who believe they require reasonable accommodation should contact our Human Resource Office to ensure that the Department of the Navy can consider such requests. The decision to grant an accommodation will be made on a case by case basis.

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